



Advice and Guidance for Volunteers and Visitors to Windlesham Village Infant School

September 2024/2025
updated March 2025

Windlesham Village Infant School

Introduction

Thank you for giving up your time to volunteer at or visit Windlesham Village Infant School. Volunteers and visitors to our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from our community and visitors.

Our Core values

At Windlesham Village Infant School we provide a values-based education for the children. We work on developing principles that guide children's positive attitudes and behaviour, which will, in turn, support them in becoming citizens and develop them into self-disciplined, active learners. Ultimately, we are laying the foundations so that we support our pupils to develop the knowledge, skills and values they will need to function effectively as global, national and local citizens. The values we promote are:

Respect; Friendship; Happiness; Courage; Co-operation; Appreciation.

Volunteering

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in on behalf of the school include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils
- Preparation work: photocopying, filing, sticking work in books, cutting out work for display, getting resources ready for a lesson
- Accompanying school visits

Visitors

Visitors could include:

- Theatre groups
- Workshops
- Parents sharing expertise
- Governors monitoring
- People delivering assemblies
- Fundraisers
- PTA members and helpers

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the Class Teacher, Headteacher or School Office.

DBS application

Before starting to help in school, volunteers are asked to sign the *Visitor and Volunteer Agreement* which sets out school expectations of its volunteers and to confirm they have received a copy of this '**Advice and Guidance for Volunteers and Visitors to Windlesham Village Infant School.**' Regular volunteers must also have received *Safeguarding Training* with a senior member of staff.

All regular volunteers must have DBS clearance and prior to these references may be sort **before** they come into school. As all checks are carried out through an external organisation, we ask for a voluntary admin charge of £12.50 to process your DBS. If you then subscribe to the DBS Update Service, future DBS checks will be free of charge.

A DBS is not required where a volunteer is engaged in a 'one-off' activity; in this instance, the volunteer would wear a red lanyard and work under supervision of a member of staff.

Our School Rules

- **Ready** (to learn)
- **Respectful** (of other children, adults and the environment)
- **Safe** (to act in a way that provides safety for children and adults)

We always try our best

Conduct

All adults and young people who visit or volunteer at Windlesham Village Infant School are expected to demonstrate consistently high standards of personal and professional conduct. They maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position.
- having regard for the need to safeguard pupils' well-being.
- Raising any concerns regarding anything in the school, which may affect their work or behaviour, with the Headteacher or appropriate senior member of staff.
- Treating any information gained at the school about a child or adult as **confidential**. Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the class teacher and NOT with the parents of the child or anyone else.
- showing tolerance of and respect for the rights of others.
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Safeguarding

Windlesham Village Infant School is committed to safeguarding its pupils and expects its visitors and volunteers to share that commitment. If a child makes a disclosure to you or you are concerned about a child's welfare, please do the following:

- Record your concern, and any observations or conversations heard, and report to the class teacher **as soon as possible the same day**. They will pass the information on.
- Record the conversation in the child's own words.
- Do not interrogate the child or ask leading questions.
- Listen to what is being said without displaying shock or disbelief.
- Reassure the child but do not promise a child that you will keep secrets.
- Do NOT discuss your concerns with the parents, or with anyone else outside the school setting.
- If your concerns relate to the actions or behaviour of a member of staff (which could suggest that she/he is unsuitable to work with children) then you should report this to the DSL or DDSL in confidence (or the Co-Chair of Governors if the concern relates to the Headteacher) – who will consider what action to take.

Safety and Security

- All visitors and volunteers must sign in/out at the front office.
- All visitors and volunteers must inform the school office of pre-existing medical conditions any allergies and emergency contacts in case of sudden illness on premises. An emergency contact form will need to be completed detailing this information.
- Do not take photographs of pupils, unless requested to by the class teacher on a school device.
- Do not give out personal details to any child.
- Do not give or receive gifts with children or build special relationships with pupils.
- Ensure, wherever possible, that there is more than one adult present during activities with children.
- No adult should be in a room on their own with a child when the door is shut.
- Visitors and volunteer's **personal mobile phones should be handed in to the School Office on arrival**; it is not appropriate for visitors or volunteers to be using their mobile phones whilst they are in the school building.
- Visitors or volunteers are NOT permitted to bring in food containing **NUTS this includes sesame seeds**. We are a nut free school and have pupils and staff that may have allergies. Please ask the school office if you have any queries.

FIRE PROCEDURE

In the event of a fire, raise the alarm immediately by operating the nearest fire alarm call point.

The signal for fire is a **continuous ringing** of the school bell. The procedure is as follows:

- Children will evacuate the school by the nearest outside door. Teachers will walk their children in a quiet and orderly fashion to the relevant assembly point, where they will make a class line. You should make your way to the Assembly Point.
- The Assembly Points are:
 - For a fire in the main building: the sports pitch by the back fence in the rear playground
 - For a fire in the portakabin: the Year 1 drop-off zone at the front of school
 - Alternative assembly points: the school field across the road to the front of the school or the green in Mill Pond Road to the rear of the school.
- **DO NOT ATTEMPT TO RETURN TO YOUR CLASSROOM**
- Office staff help to ensure everyone is safely out of the building.
- Teachers will take their class register and report any missing pupils or staff immediately. A member of the School Office staff will bring a record of visitors/volunteers on site and check that everyone is accounted for.

- Fire procedures are displayed in every classroom.
- There is a fire drill each term. These are run at varying times in the school day to allow for practice in several situations.
- A record book is kept indicating time taken to assemble and time taken to call the register. Recommendations for improvement will be listed.
- No-one should return to the school until told to do so by the Headteacher/Fire Marshall or Fire Officer in charge.

A Fire Notice should be clearly displayed in every classroom detailing the correct exit route in case of fire. As a parent volunteer, please make sure that you take note of the relevant exit route for the rooms that you are working in.

LOCK DOWN/SHELTERING IN PLACE

In the unlikely event of a serious incident, it is necessary for schools to have procedures in place to deal with issues such as:

- A reported disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (Broadmoor escape / with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air polluting (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants
- A major fire in the vicinity of the school
- High Winds
- The close proximity of a dangerous dog roaming loose.

Full Lockdown Procedure

- A pulsing alarm is used to signify that all pupils and staff return to their classroom immediately.
- External doors will be secured, windows shut, and blinds/curtains closed.
- Visitors and Volunteers will be directed what to do by school staff, in line with school policy, to keep themselves and the children safe.
- No movement will be permitted around school during a full lock down.

We sincerely hope you enjoy your time with us and thank you.

Everyone who works at or visits or volunteers in our school has a responsibility to make sure that all of our children are safe, whether at home or at school.

Please help us to safeguard the children at our school by following these guidelines.

Dedicated Safeguarding Lead (DSL)

Mrs Ezzard
Headteacher

Deputy Dedicated Safeguarding Lead (DDSL)

Miss Leggett
Deputy Headteacher

Co-Chair of Governors

Ms F Torley
Mrs D McDermott-Paine

Child Protection and Safeguarding Governors

Ms F Torley
Ms N Cowell